

MICHIGAN DEPARTMENT OF STATE
INTERNATIONAL REGISTRATION PLAN (IRP) UNIT
FACSIMILE GUIDELINES



www.Michigan.gov/sos

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IRP FACSIMILE GUIDELINES

All companies **must** adhere to all guidelines

- The Department of State reserves the right to cancel and/or refuse acceptance of facsimile transmissions from any carrier at any time.
- There will be no charge for transmissions from IRP to your company. However, legislation may be enacted to charge a fee for this service. If your company facsimile machine has a toll free number, there will be no charge.
- Complete and submit the authorization form on page two. When the letter is received in this office, we will inform you of the facsimile telephone number to use. We **must** receive this authorization form before we can fax temporaries to you.
- Please complete all paperwork in detail, using a marker or pen that has a bold point, so paperwork is legible.
- Your renewal applications, along with all required documents, may be faxed to the IRP Unit. **DO NOT CREATE DUPLICATE PAPERWORK BY MAILING ORIGINALS IF YOU HAVE FAXED YOUR RENEWAL.**
- All transactions must have a completed Fax Transmission Check-Off List, followed by the application and all supporting documents.
- Michigan GVW plates may be turned in for credit toward a Michigan IRP plate when adding a vehicle. The credit will not exceed the total Michigan portion amount of the IRP invoice. The registration **must** be in the same name as the IRP registrant (any questions, call the IRP Unit at 517-322-1097). If you want to turn a GVW plate in for credit, you **must** write your request on the transmission sheet under the item marked "OTHER".

You may surrender your GVW plate and registration at any Secretary of State branch office. At that time, please request the branch office contact the IRP Unit.

The base plate will be canceled on the Department of State's records. Your invoice will be mailed with the credit already adjusted.

Once your plate and registration have been surrendered and payment has been received, your IRP credentials will be mailed to you. Remember that your temporary authorization is only valid for 30 days.

- You will receive an invoice in the mail within five working days. **Please return a copy of the invoice with your payment. MICHIGAN IRP DOES NOT ACCEPT CREDIT CARDS AS A FORM OF PAYMENT.**

STATE OF MICHIGAN



TERRI LYNN LAND, Secretary of State
MICHIGAN DEPARTMENT OF STATE
LANSING, MICHIGAN 48918-0001

IRP FACSIMILE AUTHORIZATION

Date: _____

IRP Account Number: _____

IRP Company Name: _____

Business Address: _____ (street)
_____ (city, state, zip)

Fax Number: () _____

I would like to be considered for acceptance in the IRP facsimile program.

I have read and understand the guidelines and procedures established in order to process IRP transactions. I understand the IRP Unit reserves the right to cancel and/or refuse my acceptance of facsimile transmissions at any time.

Please authorize my participation in the IRP facsimile program.

Signature _____

Please mail or fax to:

**Michigan Department of State
IRP Unit
P.O. Box 30029
Lansing, MI 48909
Fax #: (517) 322-5972**

MICHIGAN IRP DOES NOT ACCEPT CREDIT CARDS AS A FORM OF PAYMENT

FAX TRANSMISSION CHECK-OFF

The following documents are being sent to the IRP Unit via fax transmission:

_____ Proof of Michigan No-Fault Insurance

_____ Proof of Payment/Exemption HVUT

_____ Proof of Ownership (MI) or ()

_____ Lease Agreement

_____ Application

This application schedule contains the following transaction(s):

_____ Add a vehicle

_____ Add jurisdiction(s)

_____ Increase vehicle weight in Michigan _____ Increase vehicle weight in all states

_____ Transfer license plate(s) (cab card(s) must be faxed)

_____ Replace:

_____ Year tab

_____ License plate

_____ Cab card

_____ Change address

_____ Other

The following are needed:

_____ Temporary Authority (TA)

_____ Other: _____

IRP Account and Fleet Number _____

Company Name _____

Authorized Signature _____

MICHIGAN IRP DOES NOT ACCEPT CREDIT CARDS AS A FORM OF PAYMENT

PROCESSING PROCEDURES FOR EACH TRANSACTION TYPE

All transactions **must** have a completed Fax Transmission Check-Off List followed by the application and all supporting documents.

ADDING A VEHICLE TO AN EXISTING FLEET

Required information on Schedule A/C -

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Indicate type of transaction – (i.e., “New Vehicle Only”).
3. Weight information – Record the weight you will be operating at for each IRP jurisdiction.
4. Vehicle information – Include owner equipment (unit) number, the year, make, vehicle number, type, number of axles, *Colorado fee indicator*(see page 8)*, unladen weight, the fuel type, the combined or gross weight, the purchase price, factory price, date of purchase, owner name and the state the vehicle is titled in.
5. The application must be signed and dated by the registrant or authorized representative.

NOTE – The following supporting documents are required:

- Proof of ownership for each vehicle;
- Heavy Vehicle Use Tax if the combined or gross weight in 55,000 pounds or higher and owned for more than 60 days;
- Proof of Michigan no-fault insurance.

ADDING A JURISDICTION

Required information on Schedule A/C –

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Weight information - Record the weight you will be operating at for each new IRP jurisdiction.
3. The application **must** be signed by the registrant or authorized representative.

Adding a Jurisdiction (continued) –

Required information on Schedule B –

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Actual or declared estimated mileage for the new jurisdiction with an "X" preceding the jurisdiction name.
3. The Schedule B must also be signed and dated by the registrant or authorized representative.

INCREASE WEIGHT FOR A VEHICLE IN THE FLEET

Required information on Schedule A/C –

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Indicate type of transaction - (i.e., "Increase Weight on the Vehicle Originally Licensed at Lower Weight").
3. Weight information – Enter the new gross vehicle weight in the appropriate jurisdiction box.
4. Vehicle information – Include owner equipment (unit) number, the year, make, vehicle number, type, number of axles, *Colorado fee indicator*(see page 8)*, unladen weight, the fuel type, the combined or gross weight, the purchase price, factory price, date of purchase, owner name and the state the vehicle is titled in.
5. The application must be signed and dated by the registrant or authorized representative.

NOTE – The following supporting documents are required:

- Heavy Vehicle Use Tax if the combined or gross weight is 55,000 pounds or higher

LICENSE PLATE TRANSFER

Required information on Schedule A/C –

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Indicate type of transaction - (i.e., "License Transfer").

License Plate Transfer (continued) –

3. Vehicle information for vehicle to be added - Owner equipment (unit) number, year, make, VIN, type, axles, *Colorado indicator** (see page 8), unladen weight, fuel, combined or gross weight, purchase price of the vehicle, factory price, date of purchase, the name of vehicle owner as it appears on the title, state titled in, plate number you want to put on the vehicle, and jurisdiction the vehicle was previously titled in.
4. Vehicle information for vehicle to be deleted - Owner equipment (unit) number, year, make, VIN, type, combined or gross weight, owner equipment (unit) of the vehicle that you are transferring the plate to, and the reason that you are deleting the vehicle from the fleet.
5. The application must be signed and dated by the registrant or authorized representative.

In order to receive credit for fees already paid on a license plate, a vehicle must be deleted and a subsequent vehicle added on the same supplemental application.

NOTE – Required supporting documents:

- Proof of ownership for each vehicle;
- Heavy Vehicle Use Tax if the combined or gross weight is 55,000 pounds or higher and owned for more than 60 days;
- Cab card of deleted vehicle.

NEW FLEET

Required information on Schedule A/C -

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Weight information - Indicate the weight that you will be operating at for each IRP jurisdiction.
3. Vehicle information - Include owner equipment (unit) number, year, make, VIN, type, axles, *Colorado fee indicator** (see page 8), unladen weight, fuel, combined or gross weight, purchase price, date of purchase the name of owner, and state titled in.

NOTE – Required supporting documents:

- Proof of ownership for each vehicle;

New Fleet Required Documents (continued) –

- Heavy Vehicle Use Tax if the combined or gross weight is 55,000 pounds or higher and owned for more than 60 days;
- Michigan no-fault insurance.

Required information on Schedule B-

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Actual or declared estimated mileage for each jurisdiction that you wish to be apportioned with, mark with an "X" preceding the jurisdiction name.
3. Type of operation.
4. A statement explaining any estimated mileage.
5. The Schedule B must be signed and dated by the registrant or authorized representative.

REPLACEMENT CREDENTIALS

Required information on Schedule A/C -

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.
2. Indicate type of transaction - (i.e., "Lost or Stolen"). Place an "X" by the credential that needs to be replaced.
3. Vehicle information - Owner equipment (unit) number, year, make, VIN, and current license plate number.
4. The application must be signed and dated by the registrant or authorized representative.

CHANGE OF ADDRESS OR OTHER INFORMATION **NOT AFFECTING A FEE ASSESSMENT**

Required information on Schedule A/C -

1. Account information - Expiration date, account number, fleet number, registration year, name and address of the registrant, and a contact person's name and telephone number.

Change of Address (continued) –

2. Indicate type of transaction - (i.e., “Correct Information”) and record in the same box the specific change that is being requested (i.e., “Address Change”).
3. The application must be signed and dated by the registrant or authorized representative.

**Colorado Fee indicator – If this vehicle is to be apportioned for the jurisdiction of Colorado, write “N” (no) for vehicles traveling more than 30,000 miles nationally, or “Y” (yes) for vehicles traveling less than 30,000 miles nationally in a 12 month period.*